

Rio Rancho Public Library

2022/2023 New Mexico Public Library Annual Report and State Grants-in-Aid Application

Introduction and Due Date

Due Date is August 14, 2023

Data entered must cover FY23 library business and activities, which has a reporting period of July 1, 2022 - June 30, 2023 ONLY.

- The New Mexico State Library (NMSL) participates in the national Public Library Survey (PLS) operated by the Institute of Museum and Library Services (IMLS) and compiled by the American Institute for Research (AIR).
- The data collected is used at various levels for planning, evaluating, and budgeting.
- Federally required questions are in NAVY font and State questions are in BLACK font. This helps when it is necessary to leave detailed notes. Federal questions (navy font) must have notes entered under the FEDERAL tab, while State questions (black font) must have notes entered under the STATE tab.
- Better known as the Annual Report, the PLS serves as the State Grants-in-Aid application for recognized New Mexico Public Libraries.
- State grants-in-aid eligibility is determined using the 4.5.2 New Mexico Administrative Code (NMAC). Data entered must be accurate and based on records maintained by the library director and local financial officials.
- While navigating the survey, to see the specifics of what each question is asking, click the GRAY ? circle. Once clicked, a pop-up box will appear with the corresponding definition and other relevant information.
- Adherence to these definitions is important to ensure comparability of data from other libraries in New Mexico as well as libraries in others states and territories.
- Using estimates is important IF exact figures are not available. If an exact figure is not available, but it is known that the total IS greater than zero, enter an educated estimate and leave a detailed note indicating how the estimate was determined.
- ONLY enter a "0" if the answer IS truly zero or none. Enter N/A if an exact figure or an estimate is not available.
- As information is entered, if any response is vastly different from the previous year or if using an educated estimate, please enter a detailed note in the corresponding FEDERAL or STATE tab explaining the reason, etc.
- Providing detailed and relevant notes is extremely helpful and appreciated. Click PREVIOUS YEAR in the Note feature to view the previous year's note.
- Inputting notes that do not reflect the information being asked or an edit check issue is not acceptable.
- Click SHOW LAST YEAR'S ANSWERS to have LAST YEAR'S ANSWERS appear below the text box.
- For more information on the Annual Report and State Grants-in-Aid see the [LibGuide](#) on the NMSL website.

Please email State Data Coordinator Carmelita Aragon at Carmelita.Aragon@dca.nm.gov or call (505) 476-9740 with any questions about the survey contents.

For technical questions or issues/errors while accessing the survey in Bibliostat CollectConnect, please call Product Support at 1-866-785-9935.

Section A - Library Identification

Administrative Entity

- This is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction.
- The administrative entity may have a single outlet (main library), or it may have more than one outlet (library branches).
- Some of the fields in this section are pre-filled with the previous year's information.
- If updates are required in **Read Only** fields, email the State Data Coordinator to update accordingly.

Federally required questions are in navy font and State questions are in black font.

A01	Name of Library (Read Only)	Rio Rancho Public Library
A02	Street Address or Physical Location (911 address) (Read Only)	755 Loma Colorado Blvd., NE
A03	City (of street address) (Read Only)	Rio Rancho
A04	Five-digit ZIP Code (of street address) (Read Only)	87124
A05	County (Read Only)	Sandoval
A06	Mailing Address	755 LOMA COLORADO BLVD., NE
A07	City (of mailing address)	RIO RANCHO
A08	Five-digit ZIP Code (of mailing address)	87124
A09	Library Phone Number	(505) 891-5013
A10	Library Fax Number	(505) 892-4782
A11	Library Director's Name	Jason E. Shoup
A12	Library Director's Work Email Address	jshoup@rrnm.gov
A13	Library Director's Work Phone Number	(505) 896-8817
A14	Name of Person Completing Report	Caitlin Moreno
A15	Work Email Address of Person Completing Report	cmoreno@rrnm.gov
A16	Work Phone Number of Person Completing Report	(505) 588-3712

Section B - Population and Federal Identification

State Library Use Only - **READ ONLY**

- Contact the State Data Coordinator by email if any information in this section is incorrect.

Federally required questions are in navy font and State are in black font.

B01	Did the Library's Legal Service Area Change? (Supplied by State Library)	Y
B02	FY2022/2023 Legal Service Area Population (Supplied by State Library)	104,046
B03	Reporting Period Starting Date (Supplied by State Library)	07/01/2022
B04	Reporting Period Ending Date (Supplied by State Library)	06/30/2023

B05	FSCS ID (Read Only)	NM0030
B06	LIBID (Read Only)	NM0030-002
B07	Interlibrary Relationship Code (Read Only)	NO
B08	Legal Basis Code (Read Only)	CI
B09	Administrative Structure Code (Read Only)	MO
B10	FSCS Public Library Definition (Read Only)	Yes
B11	Geographic Code (Read Only)	CII
B12	Number of Central Libraries (Read Only)	1
B13	Number of Branch Libraries (Read Only)	1
B14	Number of Bookmobiles (Read Only)	0

Section C - Paid Library Staff (Full-Time Equivalent)

- Report figures as of the last day of the fiscal year, June 30, 2023
- Include ALL positions funded in the Library's budget whether those positions are filled or not as of June 30, 2023.
- To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by 40-hour measure equals 1.50 FTEs.

Click the gray ? circle for definitions and more detailed information.

Federally required questions are in navy font and State questions are in black font.

C01	Number of Library Staff WITH the Title Librarian who have a Master of Library Science & Information Studies (MLS/MLIS) Degree Accredited by the American Library Association (Do not include library staff in non-librarian positions that have ALA-MLS degrees).	14
C02	Number of Library Staff WITH the Title Librarian (<i>include any ALA-MLS librarians reported above in question C01</i>)	21
C03	Number of ALL Other Paid Library Staff	23.91
C04	Total Paid Library Staff (C02 + C03)	44.91
C05	Number of Library Volunteers	6

Section D - Operating Revenue and Expenditures

Operating Revenue

- Enter the amount of ALL Operating Revenue the Library received from July 1, 2022 to June 30, 2023.
- Report ALL revenue received for operating expenditures as defined and listed in Part 2 and 3.
- Include revenue from local, county, state, federal, or other grants, etc.
- DO NOT include revenue received for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover).

Click the gray ? circle for definitions and more detailed information.

Federally required questions are in navy font and State questions are in black font.

Local Government Revenue

D01	City/Town/Village Government Revenue Received	\$3,116,316
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D02	County Government Revenue Received	\$123,911
D03	Tribal Government Revenue Received	\$0
D04	Total Local Government Operating Revenue Received (D01 + D02 + D03)	\$3,240,227

State Government Revenue

D05	State Grants-in-Aid Revenue Received (Read Only)	\$15,382.08
D06	State GO Bond Amount Encumbered	\$5,837
D07	Tribal Library Program Grant Revenue Received (Read Only)	
D08	Other State Revenue Received (include state appropriations or other state income. If an amount is entered here, a note MUST be entered indicating the source of any other state revenue received.)	\$1,499

Include the total amount of any remaining ARPA funds received from the State Library that were spent between July 1, 2022 - June 30, 2023 ONLY.

D09	Total State Government Operating Revenue Received (D05 + D06 + D07 + D08)	\$22,718
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Federal Government Revenue

D10	Federal LSTA Grant Received from the State Library (Read Only)	\$0.00
D11	Other Federal Government Operating Revenue Received (If an amount is entered here, a note MUST be entered indicating the source of any other federal revenue received.)	\$4,950
D12	Total Federal Operating Revenue Received (D10 + D11)	\$4,950

Other Operating Revenue

D13	Other Operating Revenue Received (If an amount is entered here, a note MUST be entered indicating the source of any other operating revenue received.)	\$28,937
D14	Total Operating Revenue Received (D04 + D09 + D12 + D13)	\$3,296,832

Operating Expenditures

- Report ALL Operating Expenditures from ALL revenue sources made from July 1, 2022 to June 30, 2023.
- Operating Expenditures are the current and recurring costs necessary to support the delivery of library services.
- Significant costs, especially library staff benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.
- Do NOT report the value of free items as expenditures.
- Do NOT report estimated costs as expenditures.
- Do NOT include capital expenditures in operating expenditures.

Click the gray ? circle for definitions and more detailed information.

Federally required questions are in navy font and State questions are in black font.

Library Staff Expenditures

- If FTE staff is reported in Section C - Paid Library Staff questions C01 to C03, library staff salaries and benefits must be reported here.
- DO NOT include contractors, volunteers or people paid by stipend.

D15 Library Staff Salaries & Wages Expenditures \$1,646,518

D16 Library Staff Benefits Expenditures (includes social security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workman's compensation, tuition, and housing benefits) \$630,513

D17 Total Library Staff Expenditures (D15 + D16) \$2,277,031

Library Collection Expenditures

- Report expenditures for the Library's Collection from ALL revenue sources including Local, Tribal, Federal, State Aid, Encumbered GO Bonds (state and county), TLP grant, and other revenue sources (e.g., private grants, fundraising, etc.)
- This includes all expenditures from the library's operating budget for ALL library collection materials in Print, Microform, Electronic, and Other Formats considered part of the library's collection, whether purchased, leased, or licensed.
- Exclude postage fees for interlibrary loans and expenditures for document delivery.
- DO NOT include donated library materials, software, library automation or any software or tools used by library staff.

Click the gray ? circle for definitions and more detailed information.

Federally required questions are in navy font and State questions are in black font.

Library Collection Expenditure Type

D18 Print Materials Expenditures (books, magazines, etc.) \$247,553

D19 Electronic Materials Expenditures (e-books, audio/video downloadables, e-serials including journals, databases or other electronic materials, etc.) \$160,594

D20 Other Materials Expenditures (physical audiobooks, DVDs, Blu-rays, CDs, microform, non-traditional items, etc.) \$55,476

D21 Total Library Collection Expenditures (D18 + D19 + D20) \$463,623

Library Collection Expenditures by Revenue Source

- Report how much of the Total Library Collection Expenditures reflected in question D21 came from the following revenue sources (state aid, encumbered GO bonds, tribal library program grant, local/other).
- The amount reflected in question D24 MUST match the amount reflected in question D21.

D22 Of the Total Library Collection Expenditures Amount Reflected in Question D21, How Much Came from NM State Library Revenue Sources (i.e., State Aid, Encumbered State GO Bonds, and/or the Tribal Library Program (TLP) Grant)? \$7,745.86

D22a Total Amount Expended on the Library's Collection from State Aid Revenue \$6,246.86

D22b Total Amount Encumbered for Expenditure on the Library's Collection from State GO Bond Revenue \$0

D22c Total Amount Expended on the Library's Collection from Tribal Library Program (TLP) Grant Revenue \$0

D22d Total Amount Expended on the Library's Collection from ARPA Grant Revenue (during this reporting period only)	\$1,499
D22e Total Amount Expended on the Library's Collection from SB377 Revenue (during this reporting period only)	\$0
Total (D22a + D22b + D22c + D22d + D22e)	\$7,746

D23 Of the Total Library Collection Expenditures Amount Reflected in Question D21, How Much Came from Local and/or Other Revenue Sources (city, town, village, county, tribal government, federal, private, friends of the library group, fundraising, grants, or other)? \$455,877

NOTE: This amount is used to calculate the library's per-capita/matching funds requirement for State Aid Eligibility in question J13.

D24 Total Library Collection Expenditures by Revenue Source (D22 + D23) **\$463,623**

Other Library Operating Expenditures

- Report all other library operating expenditures not yet reported.
- This is the amount expended from the library's operating budget (from all revenue sources) to operate the library during the reporting period, July 1 - June 30.
- Examples of other library operating expenditures include office supplies, utilities, furniture, computer equipment, contracts for services, etc.

D25 All Other Library Operating Expenditures \$556,178

D26 Total Library Operating Expenditures (D17 + D21 + D25) \$3,296,832

Section E - Capital Revenue and Expenditures

Capital Revenue

- Report all revenue (federal, state, local, and other) received and used for major capital expenditures from July 1, 2022 to June 30, 2023.
- Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects.
- EXCLUDE revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.
- EXCLUDE income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover).

Click the gray ? circle for definitions and more detailed information.

Federally required questions are in navy font and State questions are in black font.

E01 Local Government Capital Revenue Received (city, town, village, county and/or tribal government) \$1,348,377

E02 State Government Capital Revenue Received (If an amount is entered here, a note MUST be entered indicating the source of any other state revenue received.) \$0

E03 Federal Government Capital Revenue Received (If an amount is entered here, a note MUST be entered indicating the source of any other federal revenue received.) \$0

E04 Other Capital Revenue Received (If an amount is entered here, a note MUST be entered indicating the source of any other capital revenue received.) \$0

E05 Total Capital Revenue Received (E01 + E02 + E03 + E04) \$1,348,377

Capital Expenditures

- Report the amount of capital expenditures the Library made from July 1, 2022 to June 30, 2023.
- Include funds expended for site acquisition; new buildings; additions to or renovation of library buildings; furnishings, equipment and initial book stock for new buildings, building additions, or building renovations; library automation systems; new vehicles; and other one-time major projects.

E06 Total Capital Expenditures (from ALL revenue sources listed in questions E01 - E04) \$1,348,377

Section F - Library Collection

Library Collection

- This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures (question D18), Electronic Materials Expenditures (question D19), and Other Materials Expenditures (question D20).
- Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity.
- Items included must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required.
- DO NOT include items freely available without monetary exchange.
- DO NOT include items that are permanently retained by the patron.
- Count only items that have a set circulation period where it is available for patron use.
- Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

Click the gray ? circle for definitions and more detailed information.

Federally required questions are in navy font and State questions are in black font.

F01 Number of Print Materials in the Library's Collection 123,700

F02 How Often Does the Library Weed its Collection? monthly

F03 Number of Physical Audio Materials in the Library's Collection, including duplicates (music CDs, audiobook CDs, Playaway's, etc.) 9,453

F04 Number of Physical Video Materials in the Library's Collection, including duplicates (videotape, DVD, Blu-ray, etc.) 15,126

F05 Number of All Other Physical Items in the Library's Collection (3rd year on survey) 170

F06 Total Physical Items in the Library's Collection (F01 + F03 + F04 + F05) (3rd year on survey) 148,449

Electronic Collections

- An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, text, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data.
- An electronic collection may be organized, curated, and electronically shared by the library, or rights may be provided by a third-party vendor.
- An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library.
- DO NOT include electronic collections that are provided by third parties and freely linked to on the Web.
- Electronic collections do not have a circulation period and may be retained by the patron.
- Remote access to the collection may or may not require authentication.
- Unit records may or may not be included in the library's catalog; the library may or may not select individual titles.
- Include electronic collections that are available online or locally hosted in the library.
- NOTE: The data or records are usually collected with a particular intent and relate to a defined topic.
- Report the number of electronic collections acquired through curation, payment or formal agreement that the library pays for or has access to through a cooperative agreement with other libraries (e.g., ELIN in southeast New Mexico).
- Do not count library system software.
- El Portal (the statewide electronic databases supplied by the State Library) is reported in F11.

Click the gray ? circle for definitions and more detailed information.

F07	Number of Electronic Books (e-books) in the Library's Collection	34,265
F08	Number of Downloadable Audio Units in the Library's Collection	38,374
F09	Number of Downloadable Video Units in the Library's Collection	47,345
F10	Number of Electronic Collections/Databases (Local/Other Cooperative Agreements) Paid for by the Library	5
F11	Number of Electronic Collections/Databases Paid for by the New Mexico State Library (Read Only)	49
F12	Total Electronic Collections/Databases: (F10 + F11)	54

Section G - Library Services

Library Services

- Include data from ALL outlets i.e., Main Library, and any eligible Library Branches.

Click the gray ? circle for definitions and more detailed information.

Federally required questions are in navy font and State questions are in black font.

G01	Number of Library Visits (persons physically entering the library building)	121,878
G01a	Library Visits Reporting Method (3rd year on survey)	CT - Annual Count
G02	How Does the Library Track and Record Library Visitors?	Electronic gate counter at each library entrance tracked monthly.
G03	Number of Reference Transactions/Questions Answered by Library Staff (do not include directional questions)	21,530

G03a	Reference Transactions/Questions Reporting Method (3rd year on survey)	CT - Annual Count
G04	How Does the Library Track and Record Reference Transactions/Questions?	Questions are tallied daily by reference librarians.
G05	Number of Registered Users	37,834

Circulation

G06	Number of ALL Children's Items Circulated (includes ALL children's materials in ALL formats to ALL users, including renewals)	172,715
G07	Number of Physical Items Circulated (books, CDs, DVDs, Blu-Rays, including renewals)	328,955
G08	Number of <i>OTHER</i> Physical Items Circulated (e.g., non-traditional library items like wi-fi hotspots, cake pans, sewing machines, tools, sports equipment, etc. including renewals) (2nd year on survey)	898
G09	Number of Electronic Materials Used (e-books, downloadable electronic videos and audio files)	144,751
G10	Number of Successful Retrievals of Electronic Information (i.e., database usage)	10,375
G11	Total Circulation of Library Materials (G07 + G09)	473,706
G12	Total Electronic Content Use (G09 + G10)	155,126
G13	Total Library Collection Use (G07 + G09 + G10)	484,081

Interlibrary Loans

G14	Number of Library Materials Provided to Other Libraries	410
G15	Number of Library Materials Received from Other Libraries (including items received from the State Library).	925
G16	What is the Library's Annual Cost for Just Interlibrary Loan (ILL) Postage or Postage for Other Library Materials Sent Between Libraries?	\$5,717

Technology

G17	Number of Internet Computers Available for Use by General Public	38
G18	Number of Public Internet Computer Uses/Sessions	18,495
G18a	Reporting Method for Number of Public Internet Computer Uses/Sessions (3rd year on survey)	CT - Annual Count
G19	How Does the Library Track and Record Public Internet Computer Uses/Sessions	Each public computer electronically records the number of user sessions
G20	What Are the Time Limits for Public Internet Computers?	120
G21	How Many Times Per Day Can a Patron Use a Public Internet Computer?	2-3
G22	Number of Wireless (<i>Wi-Fi</i>) Internet Sessions	21,830

G22a	Reporting Method for Number of Wireless Internet Sessions (3rd year on survey)	CT - Annual Count
G23	How Does the Library Track and Record Wi-Fi Sessions?	The library has an electronic system to record the number of Wi-Fi sessions.
G24	Number of Visits to the Library's Website	114,194
G25	How Does the Library Track and Record Visits to the Library's Website?	Google Analytics through Civic Plus
G26	Name of the Library's Automation System/Catalog	Innovative - Sierra, WebPAC Pro
G27	What is the Annual Cost for the Library's Automation System/Catalog?	\$94,785
G28	Provide the Web Address of the Library's Website and/or the Library's Catalog.	rrnm.gov/libraries
G29	Does the Library Charge Overdue Fines on Physical Print Materials? (2nd year on survey)	No

Section H - Library Program Sessions

NOTE: This section has been revised extensively with several updates and/or new questions. Please thoroughly read and review all definitions.

- A Synchronous (live) Library Program Session is any planned event which introduces the group attending to library services or which directly provides information to participants.
- Library program sessions may cover use of the library, library services, or library tours.
- Library program sessions may also provide cultural, recreational, or educational information, often designed to meet a specific social need e.g., film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.
- If library program sessions are offered as a series, count each program session in the series e.g., a film series offered once a week for eight weeks should be counted as eight program sessions.
- If a library program session is combined and offered to BOTH children and young adults, count the library program session ONLY ONCE under either the children or young adult library program session category. DO NOT count the one library program session in each category. Report attendance at the library program session regardless of attendees' age.
- If a library program session is intended to be for ALL AGES, count the library program session ONLY ONCE under General Interest Library Program Sessions rather than counting it in each of the categories (children, young adult, adult). DO NOT count the one library program session in each category. Report attendance at the library program session regardless of attendees' age.

INCLUDE

- All library program sessions, whether held on-site or off-site, that are sponsored or co-sponsored by the library. For a library program session to be sponsored or co-sponsored by the library, the library must contribute financial resources and/or library staff time toward the library program session. For a library program session that is part of a larger community event (such as a farmer's market or festival), it is not necessary for the library to also sponsor or organize the larger event.
- Both on-site and off-site library program sessions. For example, include a storytime at a farmer's market or a presentation to a school group about library services/resources conducted at a school.
- Live-streamed virtual (synchronous) library program sessions that are sponsored or co-sponsored by the library.
- Library program sessions with attendance of zero or one if they were intended for a group.

EXCLUDE

- Library program sessions sponsored by other groups that use library facilities. For example, DO NOT include a group hosting a speaker or holding a discussion in a meeting room without facilitation from library staff.
- Offsite outreach efforts that do not otherwise meet the definition of a library program session. For example, DO NOT include having a library card signup booth at a farmer's market.
- Recorded (asynchronous) presentations of library program content; these should be counted in Total Number of Asynchronous Library Program Presentations.
- Programming that is shared on the library's website or social media that is not sponsored or co-sponsored by the library. For example, DO NOT include sharing a video from an author's website of him or her reading a book.
- Activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, mentoring activities, etc.
- Passive or self-directed activities that do not occur at a scheduled time. For example, DO NOT include leaving an art project or puzzle on a table for participants to complete.

Click the gray ? circle for definitions and more detailed information.

Federally required questions are in navy font and State questions are in black font.

Library Program Sessions and Attendance by Target Audience- Synchronous Live In-Person or Virtual (Revised Data Elements)

H01 Number of Synchronous Library Program Sessions Targeted 115
at Children Ages 0-5

H02	Number of Attendees at Synchronous Library Program Sessions Targeted at Children Ages 0-5 (count total attendance regardless of attendees' age)	6,656
H03	Number of Synchronous Library Program Sessions Targeted at Children Ages 6-11	87
H04	Number of Attendees at Synchronous Library Program Sessions Targeted at Children Ages 6-11 (count total attendance regardless of attendees' age)	2,287
H05	Number of Synchronous Library Program Sessions Targeted at Young Adults Ages 12-18	51
H06	Number of Attendees at Synchronous Library Program Sessions Targeted at Young Adults Ages 12-18 (count total attendance regardless of attendees' age)	397
H07	Number of Synchronous Library Program Sessions Targeted at Adults Age 19 or Older (3rd year on survey)	69
H08	Number of Attendees at Synchronous Library Program Sessions Targeted at Adults Age 19 or Older (count total attendance regardless of attendees' age) (3rd year on survey)	663
H09	Number of Synchronous General Interest Library Program Sessions (3rd year on survey)	95
H10	Number of Attendees at Synchronous General Interest Library Program Sessions (count total attendance regardless of attendees' age) (3rd year on survey)	6,128
H11	Total Number of Synchronous Library Program Sessions (H01 + H03 + H05 + H07 + H09)	417
H12	Total Attendance at Synchronous Library Program Sessions (H02 + H04 + H06 + H08 + H10)	16,131
Library Program Sessions by Format and Attendance - Synchronous Live In-Person or Virtual (3rd Year Data Elements)		
H13	Number of Synchronous In-Person Onsite Library Program Sessions (3rd year on survey)	392
H14	Number of Attendees at Synchronous In-Person Onsite Library Program Sessions (3rd year on survey)	14,261
H15	Number of Synchronous In-Person Offsite Library Program Sessions (3rd year on survey)	25
H16	Number of Attendees at Synchronous In-Person Offsite Library Program Sessions Attendance (3rd year on survey)	1,870
H17	Number of Synchronous Virtual Library Program Sessions (3rd year on survey)	0
H18	Number of Attendees at Synchronous Virtual Library Program Sessions (3rd year on survey)	0
H19	Total Number of Synchronous Library Program Sessions Held (H13 + H15 + H17) This total must equal the total library program sessions in question H11.	417
H20	Total Attendance of Synchronous Library Program Sessions Held, In-Person Onsite, In-Person Offsite, and Virtual (H14 + H16 + H18) This total must equal the total attendance in question H12.	16,131

Asynchronous Library Program Sessions Presentations (3rd Year Data Elements)

An asynchronous library program session presentation is any recording of library program session content that cannot be viewed live as it unfolds (i.e., on-demand streaming).

H21 Total Number of Asynchronous Library Program Session Presentations (3rd year on survey) 0

H22 Total Views of Asynchronous Library Program Session Presentations within 30 Days (revised - 3rd year on survey) 0

Most Successful Library Program Session

H23 Describe the Library's Most Successful Library Program Session this Year (Include number of attendees) The most successful program was Star Wars Festival in April with 1,200 attendees who participated in crafts, scavenger hunts, enjoyed live music, and met cosplayers.

H24 List Any Passive or Self-Directed Activities Provided by the Library that Do Not Occur at a Scheduled Time for a Group of People We had 53 passive or self-directed activities with 2,403 participants. These included take-and-make craft kits, scavenger hunts, coloring packets, etc.

Section I - Main Library Hours of Operation

Report the hours of operation for the Main Library in I01 using the [Click here](#) link. Once clicked, a pop-up window will appear with a table for entering the opening and closing times for the main library.

- * Enter the Opening and Closing times for the main library, be sure to include a space before entering AM or PM.
- * Example: Opening Time 10:00 AM / Closing Time 7:00 PM.
- * IMPORTANT: If the entries are not formatted exactly like the above example, the Total Hours Open per Week for question I02 will not calculate correctly.
- * Click SAVE TO COLLECT to exit the form.
- * The total hours for the week are automatically calculated in question I02 from the opening and closing times entered in the table in I01.
- * If question I02 shows the Total Hours Open per Week with a decimal (e.g., 38.75) or it doesn't equal the total hours open, it means that the times entered in the table in I01 do not adhere to the formatting requirements. If this occurs, please return to the table in I01 to update the format to reflect the example above.

I01 Click [Here](#) to Report the Opening and Closing Times for the Main Library.

I02 Total Hours Open Per Week 57

I03 If the Library Closes for the Lunch Hour, Enter the Timeframe. Enter N/A if the library does not close for the lunch hour. N/A

Section J - State Grants-in-Aid Eligibility

State Grants-in-Aid Eligibility

- **Accurately completing this survey serves as the Library's application for State Grants-in-Aid.**
- To be eligible to receive State Grants-in-Aid, libraries must meet all applicable requirements described in the 4.5.2 NMAC - <https://www.srca.nm.gov/parts/title04/04.005.0002.html>

Click the gray ? circle for definitions and more detailed information.

J01	FY2022/2023 Library Status (Read Only)	Public
J02	Library Director Certification Required? (Read Only)	Yes
J03	Library Director Certified?	Yes
J04	Type of Certification	Perm.

Basic Library Services

- As part of State Aid eligibility, the library (and any eligible library branch) must provide the following FREE Basic Library Services as required by NMAC 4.5.2.7 B.
- Report if the library (and any eligible library branches) offers the following Free Basic Library services.

J05	Library Collection with Circulating Materials?	Yes
J06	Provides Reference Services?	Yes
J07	Maintains A Catalog of Library Holdings Accessible by the Public?	Yes
J08	Offers Educational Library Program Sessions?	Yes
J09	Offers Interlibrary Loan Services Free of Charge?	Yes
J10	Provides Public Access Computers Connected to the Internet?	Yes
J11	Provides Internet Connectivity for Patrons and Staff?	Yes

Matching Funds

- As part of State Aid eligibility, the Library must demonstrate the receipt of financial support from sources other than the state; in particular, matching funds in relation to the population of the library's legal service area shall be at least \$1.50 per person as required by NMAC 4.5.2.9 C(4).
- Matching funds means the amount expended between July 1, 2022 - June 30, 2023 for Library Collections *from any revenue source other than the state (i.e., State Aid Funds, State GO Bonds, or the Tribal Library Program Grant, etc.)*
- Sources for matching funds may include municipal funds, county funds, tribal government funds, or funds acquired through monetary donations, fund-raising, library friend's groups, or other grants the library applies for and receives.
- NOTE: In-kind contributions are NOT matching funds.
- Matching funds DO NOT include funds used for operating costs, administrative costs, or regular library staff salaries.

J12	Total Local Funds Required to be Spent on the Library's Collection (Read Only)	\$156,069.00
J13	Total Local Funds Spent Per-Capita on the Library's Collection (D23 / B02) (Read Only)	\$4.38

FY2022/2023 State Aid Grant Expenditures

- As part of continued State Aid eligibility, the Library must have successfully expended ALL of the State Aid Grant received between July 1, 2022 - June 30, 2023 as required by NMAC 4.5.2.9 C(11).
- Report how the library expended the State Aid grant received in FY23.
- If the library did not receive a State Aid grant, enter zero.
- The amount of the State Aid Grant received is provided by the State Library in question J14 and cannot be changed.
- The amount in question J20 must equal the amount in question J14.

Click the gray ? circle for definitions and more information.

J14 Amount of State Aid Grant Received in FY23 (Read Only) \$15,382.08

How much of the State Aid grant received (see question J14) was spent on the following? If any of the following do not apply, enter a zero.

J15 Amount from the State Aid Grant Spent on the Library's Collection \$6,246.86

J16 Amount from the State Aid Grant Spent on Library Staff Salaries \$0

J17 Amount from the State Aid Grant Spent on Library Staff Professional Development (including travel) \$9,135.22

List What Staff Professional Development Trainings or Conferences were Attended and Paid for with State Aid Grant Funds American Library Association Conference, Society of Southwest Archivists Conference, Homeless Training Institute, Innovative Users Group Conference

J18 Amount from the State Aid Grant Spent on Library Equipment \$0

List What Library Equipment was Purchased and Paid for with State Aid Grant Funds N/A

J19 Amount from the State Aid Grant Spent on Other Operational Expenditures Associated with Delivery of Library Services \$0

List What Other Operational Expenditures Associated with Delivery of Library Services were Purchased and Paid for with State Aid Grant Funds N/A

J20 Total State Aid Grant Expenditures (J15 + J16 + J17 + J18 + J19) \$15,382.08

Library Board

- As part of State Aid eligibility, the Library must maintain a library board that meets at least two (2) times a year and adheres to the state open meetings law as required by NMAC 4.5.2.9 C(9).

J21 Does the Library Maintain a Library Board? Yes

J22 Library Board President Name Timothy Ward

J23 Library Board President Phone Number (903) 215-1120

J24 Number of Meetings the Library Board Held Between July 1, 2022 to June 30, 2023 9

J25	Provide the Dates of the Library Board Meetings Held Between July 1, 2022 to June 30, 2023 (use the format, mm/dd/yyyy)	07/01/2022, 08/08/2022, 09/12/2022, 10/17/2022, 11/14/2022, 12/12/2022, 01/09/2023, 02/13/2023, 06/12/2023
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Plans & Policies

As part of State Aid eligibility as required by NMAC 4.5.2.9 C(8), the Library must have on file with the State Library the following plans and policies:

- A Strategic Plan, which the public library reviews, updates, and files with the State Library EVERY THREE (3) years; and
- A Community Analysis and Needs Assessment, which the public library reviews, updates, and files with the State Library EVERY FIVE (5) years; and
- A Collection Development Policy, which the public library reviews, updates, and files with the State Library EVERY FIVE (5) years.
- If any of the above library's plans and policies have been updated, and/or have expired, please ensure the State Library receives an updated electronic copy before the annual report closes August 14, 2023. Email updated copies to SL.Development@dca.nm.gov
- Provide the date range (in years) that the following documents are valid.

J26	Community Analysis and Needs Assessment (use the format yyyy - yyyy)	2022-2027
-----	--	-----------

Most Recent Copy on file with the State Library? Yes or No Yes

J27	Collection Development Policy (use the format yyyy - yyyy)	2021-2026
-----	--	-----------

Most Recent Copy on file with the State Library? Yes or No Yes

J28	Strategic Plan (use the format yyyy - yyyy)	2023-2026
-----	---	-----------

Most Recent Copy on file with the State Library? Yes or No Yes

Library Director

- As part of State Aid eligibility, the Library must have a designated library director as required by the NMAC 4.5.2.9 C(10). This includes library directors who are unpaid volunteers.
- The library director is the main point of contact for the Library Development Bureau (LDB) and it's important to inform the LDB any time a library director changes or any time contact information for the library director changes (i.e., email, phone, etc.).

J29	"Employment" of a Designated Library Director?	Yes
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J30	Name and Title of Designated Library Director	Jason Shoup, Director of Library and Information Services Department
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J31	Is the Designated Library Director Interim or Permanent?	Permanent
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J32	Designated Library Director Start Date (MM/DD/YYYY)	06/27/2022
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IMLS American Rescue Plan Act (ARPA) Grant Funding Expenditures

Under the American Rescue Plan Act (ARPA), this grant funding was to be used to help communities respond directly and immediately to the pandemic, as well as to related economic and communities needs through equitable approaches in digital inclusion and library services, with the following priorities:

- 1. First, to support digital inclusion efforts to enable libraries to reach residents such as through internet hotspots, accessible Wi-Fi, and digital content and related resources, particularly in support of education, health, and workforce development needs.
- 2. Second, to provide rapid, emergency relief to libraries across the country, allowing them to safely respond to the pandemic, by implementing public health and safety protocols;
- 3. Third, to support library services that meet the needs of communities throughout the U.S., including costs such as personnel, technology, training, materials, supplies, equipment, and associated indirect costs; and
- 4. With respect to (1), (2), or (3), reach tribal and museum partners best positioned to assist with pandemic response efforts, in addition to traditionally eligible library entities, where appropriate.

Report how the library expended any remaining ARPA Grant funds between July 1, 2022 - September 30, 2022.

IMPORTANT: Since the deadline for expending ALL ARPA Grant funds was September 30, 2022, ONLY report the amount of ARPA grant funds expended on allowable purchases between July 1, 2022 - September 30, 2022, unless an extension was requested and granted, then report expenditures through June 30, 2023. DO NOT INCLUDE any amount expended in the previous reporting period, which was in last year's Annual Report.

- The amount in question J33 must equal the amount in question J38.
- If the library did not receive or expend any of its ARPA Grant funding between July 1, 2022 - September 30, 2022, enter zero. If the library requested and received an extension for expending all the ARPA Grant funds, report through June 30, 2023.

Click the gray ? circle for definitions and more information.

J33 Total Amount of ARPA Grant Funding Expended on Allowable Purchases between July 1, 2022 - September 30, 2022. If an extension was requested and granted, enter the Total Amount Expended through June 30, 2023. \$1,499.12

How much of the ARPA Grant Funding received was spent on the following between July 1, 2022 - September 30, 2022 (June 30, 2023 if extension requested and granted)?

If any of the following do not apply, enter a zero.

J34 Amount from the ARPA Grant Spent on Library Collections between July 1, 2022 - September 30, 2022 (June 30, 2023 if extension requested and granted). \$1,499.12

J35 Amount from the ARPA Grant Spent on Library Staff Salaries between July 1, 2022 - September 30, 2022 (June 30, 2023 if extension requested and granted). \$0.00

J36 Amount from the ARPA Grant Spent on Library Equipment between July 1, 2022 - September 30, 2022 (June 30, 2023 if extension requested and granted). \$0.00

List What Library Equipment was Purchased and Paid for with ARPA Grant Funds N/A

J37 Amount from the ARPA Grant Spent on Other Operational Expenditures Associated with Delivery of Library Services between July 1, 2022 - September 30, 2022 (June 30, 2023 if extension requested and granted). \$0.00

List What Other Operational Expenditures Associated with Delivery of Library Services were Purchased and Paid for with ARPA Grant Funds N/A

J38 Total Amount of ARPA Grant Spent between July 1, 2022 - September 30, 2022 (June 30, 2023 if extension requested and granted) (J34 + J35 + J36 + J37) \$1,499.12

Section K - Tribal Library Program Grant

ONLY recognized TRIBAL PUBLIC LIBRARIES MUST ANSWER THE QUESTIONS IN THIS SECTION!

- IF the library is NOT a TRIBAL PUBLIC LIBRARY, LEAVE ALL questions in this section BLANK!.
- As part of continued Tribal Library Program Grant eligibility, the Library must have successfully expended ALL of the Tribal Library Program Grant received between July 1, 2022 - June 30, 2023.
- Report how the library expended the tribal library program grant received in FY23.
- If the library did not receive a Tribal Library Program Grant, enter zero (only if the library is a tribal public library, if not leave ALL questions blank).
- The grant amount received is provided by the State Library in question K01 and cannot be changed.
- The amount in question K07 must equal the amount in question K01.

Click the gray ? circle for definitions and more detailed information.

Tribal Library Program (TLP) Grant Expenditures

K01 Amount of Tribal Library Program Grant Received (Read Only)

How much of the Tribal Library Program Grant listed in question K01 was spent on the following? If any of the following do not apply, enter a zero (only if the library is a tribal public library, otherwise leave questions K02 - K06 blank).

K02 Amount from the TLP Grant Spent on the Library's Collection

K03 Amount from the TLP Grant Spent on Library Staff Salaries

K04 Amount from the TLP Grant Spent on Library Staff Professional Development (including travel)

List What Staff Professional Development Trainings or Conferences were Attended and Paid for with TLP Grant Funds

K05 Amount from the TLP Grant Spent on Library Equipment

List What Library Equipment was Purchased and Paid for with TLP Grant Funds

K06 Amount from the TLP Grant Spent on Other Operational Expenditures Associated with Delivery of Library Services

List What Other Operational Expenditures Associated with Delivery of Library Services were Purchased and Paid for with TLP Grant Funds

K07 Total TLP Grant Expenditures (K02 + K03 + K04 + K05 + K06) \$0.00

Other Tribal Library Grants

IF the library is NOT a TRIBAL PUBLIC LIBRARY, LEAVE QUESTIONS K08 - K09 BLANK!

K08 As a Recognized Tribal Public Library, Did the Library Apply for the 2023 IMLS Native American Library Services Basic Grant?

K09 As a Recognized Tribal Public Library, Did the Library Apply for the 2023 IMLS Native American Library Services Enhancement Grant?

SB377 Special Grant

IF the library is NOT a TRIBAL PUBLIC LIBRARY, **LEAVE** question K10 **BLANK!**

The purpose of the SB377 Special Grant is to develop culturally and linguistically relevant after-school student services and community-based summer programs in tribal libraries, as well as to staff culturally and linguistically relevant after-school student services and community-based summer programs in tribal libraries. **IMPORTANT:** Since the deadline for expending ALL SB377 Special Grant funds is June 30, 2023, **ONLY** report the amount of SB377 Special Grant funds expended on allowable purchases between July 1, 2022 - June 30, 2023.

K10 Total Amount from the SB377 Special Grant Spent Between
July 1, 2022 - June 30, 2023

Section L - Outlet Information

Outlet Information

- An outlet is a unit of an administrative entity, including a Main Library, an eligible Library Branch/Branches, or eligible Bookmobile that provides free direct basic public library services.
- Every library has at least one outlet (Main Library), which all information must be entered for. Questions L01 through L10 are pre-filled.
- Only libraries with eligible library branches must enter information in the Library Branches Section. Questions L01 through L10 in the library branches section are pre-filled.
- If an eligible library branch opened this year, click ADD GROUP at the end of the library branches section.
- See NMAC 4.5.2, 4.5.2.7 C & D for what is considered an eligible library branch.
- If a library branch closed this year, click REMOVE GROUP at the end of the library branches section. Leave a detailed note with the date and why the branch closed.
- If updates are required for any pre-filled questions, email the State Data Coordinator to make such updates.

Click the gray ? circle for definitions and more detailed information.

Federally required questions are in navy font and State questions are in black font.

Main Library

L01	FSCSKEY and FSCS_SEQ (Read Only)	NM0030-002
L02	LIBID (Read Only)	NM0030-002
L03	Library Name (Read Only)	Loma Colorado Main Library
L04	Street Address or Physical Location (911 address) (Read Only)	755 Loma Colorado Blvd, Ne
L05	City (Read Only)	Rio Rancho
L06	Five-digit ZIP Code (Read Only)	87124
L07	County (Read Only)	Sandoval
L08	Library Telephone (Read Only)	(505) 891-5013
L09	Library Type Code (Read Only)	CE
L10	Square Footage of Library (Read Only)	32000
L11	Number of Bookmobiles (Read Only)	0

L12 Number of Hours this Library was Open to the Public 2,650
Between July 1, 2022 to June 30, 2023?

(Report ONLY the Number of ACTUAL Hours this Library Building was Physically Open for the Public to Enter to access/checkout library materials and/or use public computers, etc.)

Please see FAQ sheet in the [LibGuide](#) for detailed IMPORTANT information regarding this question.

L13 Number of Weeks this Library was Open to the Public 52
Between July 1, 2022 to June 30, 2023?

(Report ONLY the Number of ACTUAL Weeks this Library Building was Physically Open for the Public to Enter to access/checkout library materials and/or use public computers, etc.)

Please see FAQ sheet in the [LibGuide](#) for detailed IMPORTANT information regarding this question.

L14 Internet Service Provider for this Library's Public Access Internet Connection Sparklight

L15 Internet Connection Type for this Library's Public Access Internet Connection Cable

L16 Maximum Speed of this Library's Public Access Internet Connection 20.1Mbps - 30Mbps

L17 Using a Public Internet Access Computer (NOT Library Staff Workstations), Perform an Internet Connection Speed Test and Enter ALL Results (Ping, Jitter, Download, Upload). 38

<https://www.doit.nm.gov/programs/broadband/new-mexico-broadband-speed-quality-testing/>

If the above link is not accessible, please use another speed test to provide the Ping, Jitter, Download, Upload. If Ping and Jitter aren't available, report Download and Upload speeds.

a. Ping

b. Jitter .6

c. Download 392.2

d. Upload 109.1

L18 Does This Library Provide Wireless Internet Access (WIFI) for the Public? Yes

L19 Was This Library Open to the Public before July 1, 2022? Yes
(This question does not relate to any COVID-19 closures)

Library Branch(es)

- ONLY libraries with eligible library branches must complete the questions in this section (L12 - L25)
- IF the library does not maintain any eligible library branches, LEAVE QUESTIONS L01 - L25 BLANK!

L01 FSCSKEY and FSCS_SEQ (Read Only) NM0030-004

L02 LIBID (Read Only) NM0030-004

L03 Library Branch Name (Read Only) Esther Bone
Memorial Library

L04 Street Address or Physical Location (911 address) (Read Only) 950 Pinetree Rd. Se

L05 City (Read Only) Rio Rancho

L06 Five-digit ZIP Code (Read Only) 87124

L07 County (Read Only) Sandoval

L08 Library Telephone (Read Only) (505) 891-5013

L09 Library Type Code (Read Only) BR

L10 Square Footage of Library Branch (not applicable for Bookmobiles) (Read Only) 12250

L12 Number of Hours this Library Branch was Open to the Public Between July 1, 2022 to June 30, 2023? 1795
(Report ONLY the Number of ACTUAL Hours the Library Building was Physically Open for the Public to Enter to access/checkout library materials and/or use public computers, etc.)

Please see FAQ sheet in the [LibGuide](#) for detailed IMPORTANT information regarding this question.

L13 Number of Weeks this Library Branch was Open to the Public Between July 1, 2022 to June 30, 2023? 52
(Report ONLY the Number of ACTUAL Weeks the Library Building was Physically Open for the Public to Enter to access/checkout library materials and/or use public computers, etc.)

Please see FAQ sheet in the [LibGuide](#) for detailed IMPORTANT information regarding this question.

L14 Internet Service Provider for this Library Branch's Public Access Internet Connection Sparklight

L15 Internet Connection Type for this Library Branch's Public Access Internet Connection Cable

L16 Maximum Speed of this Library Branch's Public Access Internet Connection 20.1Mbps - 30Mbps

L17 Using a Public Internet Access Computer (NOT Library Staff Workstations), Perform an Internet Connection Speed Test and Enter ALL Results (Ping, Jitter, Download, Upload). 17

<https://www.doit.nm.gov/programs/broadband/new-mexico-broadband-speed-quality-testing/>

If the above link is not accessible, please use another speed test to provide the Ping, Jitter, Download, Upload. If Ping and Jitter aren't available, report Download and Upload speeds.

a. Ping

b. Jitter 1.29

c. Download 261.4

d. Upload 280.5

L18 Does This Library Branch Provide Wireless Internet Access (WIFI) for the Public? Yes

L19 Was This Library Branch Open to the Public before July 1, 2022? Yes

L20 Does This Library Branch Have Separate Quarters from the Main Public Library? Yes

L21 Does This Library Branch Have Dedicated Library Staff Present During Open Hours? Yes

L22 Total Number of Hours this Library Branch is Open Each Week 44

L23 Does this Library Branch Have a Permanent Circulating Collection and Provide Reference Services? Yes

L24 Does This Library Branch Have a Catalog of Library Holdings Accessible by the Public? Yes

L25 Does This Library Branch Hold Educational Library Program Sessions at its Location? Yes

List Educational Library Program Sessions Held at this Library Branch Location There were 108 education library program sessions at Esther Bone Library including Spring Break events, Blackout Poetry, Write to a Friend, Story Strolls, and more.

Section M - State Library Additional Questions

- The information in this section is used to assist the New Mexico State Library in working with public libraries.

Click the gray ? circle for definitions and more detailed information.

Administration

M01 How Much of the Library's Total Operating Budget \$13,960 (from All Revenue Sources) was Spent on Library Staff Professional Development Opportunities/Activities?

M02 What Library Staff Professional Development Opportunities/Activities Did the Library Participate In? Include paid and free opportunities/activities.

NMLA Annual Conference, Innovative Users Group Annual Conference, ALA Annual Conference, Southwest Archivists Annual Conference, Homeless Training by Ryan Dowd, Innovative Sierra Coordinator Basics, Cultural Humility by Lori Townsend

M03 What Types of Outreach Did the Library Do Outside of the Library?

Outreach to local schools for programs, pop up libraries at senior centers, library card sign up events, and community vendor events.

M04 List the Names of Any Grants the Library Applied for. Include if the library was successful and list amounts received. DO NOT report State Aid, State GO Bonds, or Tribal Library Program Grant funds here.

IMLS GIS Mapping Grant was successful for \$4,950; New Mexico Humanities Council grant was successful for \$918.50;

M05 Did the Library Receive E-Rate Funding from July 1, 2022 to June 30, 2023? Yes

M06 What is the Monthly Cost of Providing Internet Service for the Library and Any Eligible Library Branches? \$5,004

M07 Is the Library under Contract for Internet Service? Yes

M08	What is the Source of Local Funding for the Library? (e.g., gross receipt tax, property tax, county tax, city tax, etc.)	Gross receipts tax
M09	Does the Library Have a Friends of the Library Group?	No
M10	Name of the Person in Charge of the Friends of the Library Group	N/A
M11	Title of the Person the Library Director Reports to (e.g., mayor, library board, city council, etc.)	City Manager
M12	Does the Library have an "Exhibit Space"?	Yes

Resource Sharing

M13	Is the Library Part of an E-book Consortium?	No
M14	Name of Consortium	N/A
M15	If the Library is Not Part of a Consortium, Does the Library Have an E-book Contract?	Yes
M16	Name of Contract Vendor	Overdrive, Hoopla
M17	Was the DCA/NMSL FamilyPass Circulated?	Yes
M18	How Many Times Was the FamilyPass Circulated?	229
M19	How Many FamilyPasses Have Gone Missing? If none, enter 0.	2

M20 Select (3) topics of interest for possible Continuing Education Training Opportunities:

If there is an area of interest that is not in the list, use the "Other" comment box to insert the topic.

Weeding	No
Safety / Security	Yes
Teen Programming	No
Customer Service	No
Reference	No
Cataloging	No
Policy Writing	No
Board Training	No
Community Engagement	Yes
Emergency Response	No
Grant Writing	No
Fundraising	No
Budget / Finances	No

Advocacy	Yes
Collection Development	No
Early Literacy Programming	No
Other	

M21 The NM Commission on Access to Justice (ATJ) is an independent, statewide body dedicated to expanding and improving civil legal assistance in the state. Commission goals include expanding resources for civil legal assistance to New Mexicans, increasing public awareness of the need for civil legal assistance, and collaborating with trusted community-based organizations such as public libraries.

Civil legal issues are defined in the following broad categories:

- Benefits - accessing public benefits such as Medicaid, Social Security, Social Security Disability, SSI (Supplemental Security Income), SNAP (Supplemental Nutrition Assistance Program), etc.
- Disability - special education and disability rights, assistive technology, vocational rehab and other services
- Employment - safe work environment, discrimination (age, gender, race, nationality, etc.), agricultural workers rights
- Family - divorce, child custody, child support, child or adult guardianship, domestic violence
- Finance - bankruptcy, consumer debt, contracts, assets, taxes, safeguards against financial exploitation
- Housing - eviction, foreclosure, rental/mortgage assistance, landlord/tenant issues
- Immigration - legal status, citizenship and residency information/application, DACA, asylum
- Individual - name change/Real ID, wills, probate and estate planning, expungement

Which civil legal issues do your library patrons seek assistance for? (Check all that apply)

Benefits	Yes
Disability	Yes
Employment	Yes
Family	Yes
Finance	Yes
Housing	Yes
Immigration	Yes
Individual	Yes

Select if the following tools would be extremely helpful, somewhat helpful, or not helpful in assisting patrons seeking assistance with a problem they are facing, select one.

A. Short videos, in different languages, which explains various civil legal issues and what resources might be available? **Somewhat Helpful**

B. An online portal where you or a patron would enter a plain language statement of the patron's problem into a text box; the tool would tell you if it is a civil legal problem. If so, the tool would link to information on the issue. **Extremely Helpful**

Annual Report Feedback

Take this opportunity to provide any feedback regarding this year's annual report process. Include feedback on what was helpful, difficult, etc.

Section N - Library Activities During the COVID-19 Pandemic

- This section is dedicated to how public libraries responded/adapted to issues related to the COVID-19 pandemic.
- Data entered in this section must ONLY cover FY23 library activities, which has a reporting period of July 1, 2022 - June 30, 2023.
- If the library or any of its branches were not closed during the reporting period due to the COVID-19 pandemic, leave all questions blank.

Click the gray ? circle for definitions and detailed information.

Federally required questions are in navy font and State questions are in black font.

Administration

N01 Was the Library Physically Closed to the Public for Any Period of Time During the Reporting Period Due to the COVID-19 Pandemic?

Reporting Period is July 1, 2022 - June 30, 2023.

N02 Enter the Number of Weeks the Library Was Physically Closed to the Public During the Reporting Period Due to the COVID-19 Pandemic.

Reporting Period is July 1, 2022 - June 30, 2023.

N03 Were any Library Staff Re-Assigned to Assist Other Government Agencies or Nonprofit Organizations During the Reporting Period Due to the COVID-19 Pandemic?

Reporting Period is July 1, 2022 - June 30, 2023.

N04 If Library Staff Remained Working in the Library while the Building was Physically Closed to the Public During the Reporting Period Due to the COVID-19 Pandemic, List the Types of Tasks/Work that was Performed in the Library.

Reporting Period is July 1, 2022 - June 30, 2023.

N05 Enter the Number of Weeks the Library Had Limited Occupancy During the Reporting Period Due to the COVID-19 Pandemic.

Reporting Period is July 1, 2022 - June 30, 2023.

Services

N06 Did Library Staff Continue to Provide Services to the Public When the Building Was Physically Closed to the Public During the Reporting Period Due to the COVID-19 Pandemic?

Reporting Period is July 1, 2022 - June 30, 2023.

N07 Did the Library Provide Outside/Curbside Service for Circulation of Physical Materials at One or More Outlets/Branches While the Library Building was Physically Closed to the Public During the Reporting Period Due to the COVID-19 Pandemic?

Reporting Period is July 1, 2022 - June 30, 2023.

If Yes, Report the Number of Outside/Curbside Library Materials Transactions (include any take and make craft kits, etc.) Provided While the Library Building(s) was Physically Closed to the Public During the Reporting Period Due to the COVID-19 Pandemic.
Reporting Period is July 1, 2022 - June 30, 2023.

N08 Did the Library Provide Reference Services Via the Internet or Telephone When the Library Building was Physically Closed During the Reporting Period Due to the COVID-19 Pandemic?

Reporting Period is July 1, 2022 - June 30, 2023.

N09 Did the Library Issue Registered User Cards Electronically When the Library Building was Physically Closed During the Reporting Period Due to the COVID-19 Pandemic?

Reporting Period is July 1, 2022 - June 30, 2023.

N10 Did the Library Intentionally Add/Provide WiFi Internet Access to Users Outside the Library or One or More of its Branches When the Library Buildings were Physically Closed During the Reporting Period Due to the COVID-19 Pandemic?

Reporting Period is July 1, 2022 - June 30, 2023.

N11 Did the Library Increase Access to WiFi Internet Access to Users Outside the Library or One or More of its Branches When the Library Buildings were Physically Closed During the Reporting Period Due to the COVID-19 Pandemic?

Reporting Period is July 1, 2022 - June 30, 2023.

N12 Explain or Share Anything Else Not Already Mentioned that the Library Did to Provide Services While the Building was Physically Closed to the Public During the Reporting Period Due to the COVID-19 Pandemic.

Reporting Period is July 1, 2022 - June 30, 2023.

Section O - Public Library Survey / Annual Report

Public Library Certification

- Completing this section certifies that the information contained in this survey is accurate, truthful, and complete.
- All information will be checked for accuracy and any discrepancies, etc., may impact the library's state aid eligibility.
- Ensure ALL applicable questions have adequate responses and are complete. Also ensure that all notes left on questions contain information that is pertinent to the question and/or edit check issue.
- It is not acceptable to enter notes that do not reflect the question or issue for the purposes of moving beyond any edit checks.

O01	Date Annual Report Completed (mm/dd/yyyy)	08/10/2023
O02	Name of Person Completing the Annual Report	Caitlin Moreno
O03	Title of Person Completing the Annual Report	Administrative Services Manager
O04	Name of Fiscal Officer	Carole Jaramillo
O05	Official Title of Fiscal Officer	Finance Director
O06	Fiscal Officer Phone Number	(505) 896-9761